



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	PARKING ENFORCEMENT OFFICER
3	Posting Number	PN #106906
4	Department	Municipal Courts Administration
5	Division	Parking Management
6	Section	Enforcement
7	Reporting Location	1001 AVENDIA LAS AMERICAS
8	Workdays & Hours	All Shifts, days, and holidays* <small>*Subject to change</small>
9	<u>DESCRIPTION OF DUTIES / ESSENTIAL FUNCTIONS</u> Enforces the City Parking Ordinance by issuing tickets for parking violations. This will include issuing citations for parking violations observed within assigned route, reporting vehicles in tow-away zones, and reporting traffic accidents, hazards and emergencies; checking parked vehicles using hand-held computer device for unresolved parking violations; booting eligible vehicles; reporting damaged or malfunctioning meters and traffic signals for repair services; reporting missing traffic signs; assisting citizens with directions and other needed information or assistance; and testifying in Municipal Courts hearing procedures as required. May be assigned as an alternate to collect revenue from parking meters and repair meters as needed. Other related duties as assigned. Maintain highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries	
10	<u>WORKING CONDITIONS</u> Job consists of periods of walking with routine exposure to significant levels of heat, cold, moisture and air pollution such as those encountered in general outdoor conditions. Includes driving City-owned vehicles as needed and riding bicycles in downtown traffic.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a high school diploma or a GED.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> One year of general office/clerical or related experience with public contact.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).	
14	<u>PREFERENCES</u> Bilingual skills. Law enforcement and/or security officer experience. Proficient in Windows and Microsoft Office environment (Word, Excel, PowerPoint, Outlook, etc.). Heavy customer service experience.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None	
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 10 \$723 - \$1201 Biweekly \$18,798 - \$31,226 Annually</div>	
18	<u>OPENING DATE</u>	September 21, 2005
19	<u>CLOSING DATE</u>	September 27, 2005
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Floor. TDD Line phone number (713) 837-9471. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer	